

The NSSC—Open for Business

The NASA Shared Services Center (NSSC) is a public/private partnership between NASA and Computer Sciences Corporation Service Providers. NSSC consolidated selected activities in Financial Management (FM), Procurement, Information Technology (IT), and Human Resources (HR) into one new Center: NSSC. The NSSC opened March 1, 2006 at Stennis Space Center in Mississippi. Our vision is to provide "Unparalleled Service," which will be measured and reported to all customers. We will work collaboratively with Centers to meet all service needs via a Customer Contact

Correspondence with the NSSC for Human Resources (HR) Programs should be directed to the NSSC Contact Center:

Toll Free: 1-877-NSSC123 (1-877-677-2123)

Email: nssc-contactcenter@nasa.gov

Fax: 1-866-779-NSSC (6772)

Mail:

NASA Shared Services Center
Attn: Human Resources
Building 5100
Stennis Space Center, MS 39529

Related Links:

NSSC homepage:
www.nssc.nasa.gov

NSSC Customer Service page:
www.nssc.nasa.gov/customerservice

NSSC Human Resources page:
www.nssc.nasa.gov/customerservice/hr/index.htm

www.nasa.gov

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National Aeronautics and
Space Administration



NSSC
NASA Shared Services Center

**Quick Reference
Guide**

July 2006

Customer Focused



newly transitioned HR programs

Financial Disclosure

Public and confidential financial disclosures serve to prevent conflicts of interest and to identify potential conflicts by providing for a systematic review of the financial interest of both current and prospective officers and employees. These reports assist agencies in administering their ethics program and providing counseling to employees. The Office of General Counsel will transition the function of Financial Disclosure Reporting to the NSSC in July 2006. The NSSC will use the Ethics Program Tracking System (EPTS) to ensure all filers complete the required forms in a timely manner.

For more information concerning financial disclosure, visit the Employee Benefits page on the NSSC Web site at:

<http://www.nssc.nasa.gov/customerservice/hr/employeebenefits/index.htm>



Agency Awards

The transition of Awards to the NSSC will encompass a number of sub-components. In addition to processing, printing, and the provision of on-site support for certain Center awards ceremonies, the NSSC will assume responsibility for the newly developed NASA Automated Awards System. Once complete, the system will facilitate input and approval of awards from the NASA Centers. The system will be virtually transparent to employees, will save time for supervisors and HROs, and will reduce the transaction cost per award.

For more information concerning awards, visit the Awards page on the NSSC Web site at:

http://www.nssc.nasa.gov/customerservice/hr/support_to_personnel/awards/index.htm

Support to HR Software Tools

On July 3, 2006, NSSC will be responsible for purchasing HR Commercial Off-the-Shelf (COTS) software for the HR offices across NASA. This will not include software that is funded by Integrated Enterprise Management Program (IEMP) or local IT activities. The Service Delivery Guide (SDG), as well as other information on that process can be found on the NSSC Web Page. The Human Resources Information System (HRIS) Community has provided an inventory of current COTS software and has received the SDG and the Transition Plan for this activity.

For more information concerning Support to HR Software Tools, visit the Support to HR Software Tools page on the NSSC Web site at:

http://www.nssc.nasa.gov/customerservice/hr/hris/support_to_hr_software_tools/index.htm

Off-site Training

NASA recently deployed a new Learning Management System (LMS) to Centers, which came online May 8. In July, the NSSC will assume responsibility for processing Off-site Training and related Training Purchases.

The NSSC will use the new LMS, officially called the System for Administration, Training, and Educational Resources for NASA (SATERN), to process training requests. The new system is designed to facilitate tracking the comprehensive range of information NASA needs to manage its learning programs effectively. SATERN replaced former training systems such as SOLAR and AdminSTAR and will result in a one-stop shop for training coordination and data.

The new system will create efficiencies for everyone from employees to supervisors and other approving officials. Once the NSSC takes over off-site training in July, Centers will be required to use the electronic form 1735, titled Request, Authorization, Agreement and Certification of Training, which will be located on the NSSC Web site. Changes that will affect the Learner include:

- In cases where hard copy documents are necessary*, they will fax them to the NSSC Customer Contact Center using a cover sheet to be located on the NSSC Website.
- They will obtain status information on off-site courses by calling the NSSC Customer Contact Center.

For more information concerning training, visit the Training page on the NSSC Web site at:

<http://www.nssc.nasa.gov/customerservice/hr/employeeeducation/training/index.htm>

* The NSSC would like to reduce the number of hard copy documents being faxed to the Contact Center. If supporting documentation can be provided via a URL, that URL should be included in the Comments section of the 1735 instead of being faxed to the NSSC.